

## AGENDA CBS Bureau Communications/Scheduling Monthly Meeting

5/11/2005

10:00 to 12:00 PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

### Agenda Topics – Meeting will focus on topics in bold text

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|--|---|
| 1. CBS Master<br>Communication/Scheduling Plan       | a. <b>Draft CBS Master Scheduling Plan (Attachment 1.a)</b> <ul style="list-style-type: none"><li>i. <b>2005 Initiatives</b></li><li>ii. <b>Continuing Projects</b></li><li>iii. <b>CCR/CSTARS Deployment Plan – Bureau Plan Attachment 1.a.iii</b></li><li>iv. <b>Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)</b></li></ul> |
|  | b. Bureau Production Version <ul style="list-style-type: none"><li>i. Agreement on CSC supporting Version</li><li>ii. Bureaus Production versions status: yellow/red</li></ul>  |
| 2. AR Status and Process                             |   |
| A. CSC Status of ARs,<br>Maintenance, Major Projects | a. <b>Status of Projects (Attachment 2.A.a)</b><br>b. <b>Processing Status of Current Level 1 ARs (Attachment 2.A.b)</b><br>c. <b>Number of ARs Delivered in April (Attachment 2.A.c)</b><br>d. <b>June Standard Maintenance</b>  |
| B. CSC Standard Maintenance<br>Process (Level 2 ARs) | a. Each Bureau report on effort to close old ARs that are no longer a problem   |
| C. CSC Level 1 AR Process                            | a. <b>Draft Revisions to Level 1 AR Request form Attachment 2.C.a – Comments due from Bureaus on May 12</b>   |
| D. TAC Process                                       | General Discussion if needed  |
| 3. Bureau Status                                     | Major Initiatives, User Feed-back, Concerns, Plans  |
| 4. Issues Previously Raised by<br>Bureaus            | General Discussion if needed  |
| 5. General Discussion                                | General Discussion  |

<b>RECENT AND UPCOMING EVENTS:</b>	<b>Government- Wide Initiatives:</b> 5/24 Briefing Jim Taylor on DOC Comments, which are due to OMB on May 6 <sup>th</sup> . OMB is also holding meetings with Agencies and Bureaus to discuss requirements thru May 24. DOC will submit final comments after May 24 <sup>th</sup> session. 5/16 Financial System Integration Committee Meeting – New Interim Chairman Sam Mok, CFO Department of Labor 2/22 GAO Issued it last Checklist based on OFFM Financial System Requirements
	5/9 <b>Mass Reclassification 2<sup>nd</sup></b> FRD Walkthru, Final document will be issued to Bureaus on May 16, for approval.
	5/12 <b>CCR</b> Roll Out Meetings
	5/11 <b>Trial Phase I</b> Weekly Meeting
	5/16 <b>Trial Phase II</b> Weekly Meeting
	5/16 <b>CBS Executive Board Meeting</b>
	6/8 June’s CBS Communication and Scheduling Committee Meeting
	Tentative August 23-25 Finance Conference
<b>Notes:</b>    <b>New Action Items:</b>	

Current Action Items		
Description	Responsibility	Target Date
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Discussed on 4/21, Discussed with CBS Program Managers on 4/28–Comments due 5/12
2. Organize subcommittee for level 2 AR’s	Bureaus/CSC	TBD
3. Communication Plan	CSC/Bureaus	TBD
4. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
5. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately.  Track/maintain and provide explanations - TBD